

TERMS OF REFERENCE (TOR) FOR INSTITUTIONAL CONTRACTORS

Summary		
Type of Contract:	Institutional <input checked="" type="checkbox"/> Individual <input type="checkbox"/>	
Title:	Evaluative Assessment of the Nutritional Improvements through Cash and Health Education (NICHE) II programme	
Purpose of Assignment	To provide evidence on the outcomes and lessons learnt from the NICHE programme on social protection programmes that integrate nutrition and child protection through a “Cash Plus” and systems strengthening approach	
Location of Assignment	Nairobi with Field Travel	
Duration of contract	3 Months	
Start date	From: 15 Nov. 2023	To: 15 February 2024
Reporting to:	Chief of PME	
Grant Reference:	XXX	
Activity and WBS details:	2400/A0/007/005/003	
Commissioning Section:	Social Policy, Nutrition and Child Protection	
Is consultancy assignment in the approved AWP/Costed Evaluation Plan (CEP)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, attach copy of the approved page	YES	
If no, attach approved NFR/Justification for the consultancy		

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1. BACKGROUND

1.1 Context:

Kenya made significant progress in nutrition outcomes in recent years. According to the Kenya Demographic Health Surveys (KDHS), a national reduction of 17 percentage points between 2009 (35 %) and 2022 (18%) has been recorded on stunting. However, these gains are not evenly distributed across the country, with large disparities still existing. Stunting ranges from 9% to 37% across counties. Stunting in the five counties of Kilifi, West Pokot, Kitui, Turkana and Marsabit counties is at 37.0%, 33.5%, 25.1%, 23.0% and 18.9% respectively. This is against a backdrop of very high levels of wasting in Turkana and Marsabit counties with some sub-counties recording extremely critical levels of wasting ($\geq 30\%$) during shocks such as drought.

The Government of Kenya led Nutrition Improvements through Cash and Health Education (NICHE) Programme is a 5-year-programme as a part of the World Bank and Foreign, Commonwealth Development Office (FCDO)-funded Kenya Social Economic Inclusion Programme (KSEIP). It is implemented with the leadership of the Directorate of Children Services (DCS) within the State Department for Social Protection, Ministry of Labour and Social Protection, in collaboration with the Ministry of Health (MoH), the National Drought Management Authority (NDMA) and County Governments. GoK has partnered with UNICEF to provide the technical assistance necessary to deliver the programme.

UNICEF Kenya's technical assistance is on planning and budgeting processes, capacity development, systems strengthening and monitoring and routine quality assurance. UNICEF Kenya also facilitated coordination of various actors being uniquely placed to be the nexus in the linkage across the Ministry of Health, Ministry of Labour and Social Protection, The World Bank (WB), Foreign, Commonwealth & Development Office (FCDO) and as well in the five counties namely Kilifi, West Pokot, Marsabit, Kitui and Turkana. Though initially planned to cover the first three years of the programme (Nov 2019 – Nov 2022), the Programme technical assistance has currently been extended to December 2023. Furthermore, planning to extend the technical assistance for an additional two years (up to Dec 2025) is under way.

1.2 NICHE Programme Description

NICHE is an innovative social protection programme that integrates nutrition and child protection interventions to ensure enhanced impact on child outcomes, notably on nutrition and child vulnerability among the most vulnerable. The programme builds on the Government of Kenya's National Safety Net Programme (NSNP), by targeting NSNP beneficiary households with the aim of improving child outcomes during the critical first 1,000 days of life.

The programme is based on the growing evidence base in the area of social protection which demonstrates the effectiveness of combining regular cash assistance alongside complementary interventions to enhance impacts across multiple outcomes.^{1,2}

Households with a child under three years or a pregnant or lactating woman are targeted among the NSNP beneficiaries and provided with a regular cash top-up of KES 500 per beneficiary per month, intensive nutrition counselling and behavioural change interventions through the Baby-Friendly Community Initiative (BFICI) approach. In addition, a child protection component through promotion of positive parenting and family-

¹ Roelen et al. (2017). How to make "cash plus" work: linking cash transfers to services and sectors. UNICEF Innocenti Office of Research Working Paper. Available from: [IDS WP Rev Jan 2018.pdf \(unicef-irc.org\)](#)

² Manley et al. (2020). Cash transfers and child nutritional outcomes: a systematic review and meta analysis. *BMJ Global Health*. Available from: <https://gh.bmj.com/content/bmjgh/5/12/e003621.full.pdf>

based care was implemented in Kilifi County where the delivery modality of the National Positive Parenting Training Manual was tested.

The NICHE Programme is being implemented in five counties namely Kitui, Kilifi, Marsabit, Turkana, and West Pokot. The prevalence of stunting along with overall poverty rates in these counties were the main selection criteria. Importantly, the design of this current NICHE Programme builds on the achievements and lessons of a pilot phase implemented in Kitui in 2017-2018. The evaluation conducted after the pilot in Kitui generated evidence of enhanced hygienic, dietary, and infant care practices among programme beneficiaries.

NICHE Programme is in line with GoK's social protection, nutrition, and child protection priorities. It aligns with the Cash plus agenda, the Social Protection Policy, and the National Children Policy bringing about realization of the multi-sectoral nature of the Kenya Nutrition Action Plan (KNAP) 2018-2022, specifically towards the achievement of Key Result Area 14 in the KNAP on strengthening Nutrition in Social Protection.

Ultimately, the programme aims to adopt a multi-sectoral and integrated approach to contribute towards poverty reduction and vulnerabilities in its multiple dimensions, as well as the reduction of inequity and inequalities in line with the Sustainable Development Goals (SDGs) framework. In doing so, it is expected the Programme implementation will strengthen the capacities of government structures at the national and county levels to implement complex social assistance schemes sensitive to nutrition and child protection outcomes.

New funding of the programme could facilitate continued implementation with a possibility of scale-up to few new counties in 2024/2025. In this regard, the initially planned end of programme by December 2023 may not happen. There is thus a need to investigate focused areas such as operational efficiencies of the service delivery itself (in the context of community, sub-county, county structures) with the purpose of informing how the scale-up can best be done. There is also a need to understand synergies with already existing programmes (cohesion) in the counties, as part of enhancing the sustainability of the programme. Additionally, a costing exercise to help establish realistic costs of scaling up the program will be useful.

1.3 Programme Objectives

The overall goal is to ensure that most vulnerable children in intervention areas of selected counties, show improved well-being in the areas of early childhood development, including nutrition and health, child protection and wellbeing more broadly.

The NICHE programme is supported by a theory of change (TOC) which provides a logical flow of how the programme elements designed in NICHE will interact to result in the desired outcome. The various inputs, processes, outputs including the activities that will be implemented to realize the outcome are outlined and the interplay between them explained to demonstrate the logical flow of the change process.

The TOC culminates into a results framework with indicators that enables the programme teams to consistently track and monitor progress of the programme. Several key assumptions and risks were taken into consideration as possible to further enhance the likelihood of realization of the programme. The TOC is largely premised on the anticipation that primary caregivers will demonstrate improved knowledge and skills as a factor of functional and enhanced social protection, nutrition, and child protection systems. The combination of which will ultimately result in the improvement of health, nutrition and protection status of most children reached by the programme.

Overall, the programme aims to reach 23,500 households with nutrition-sensitive cash transfers to improve child wellbeing and outcomes across health, nutrition, child protection and others.

The following are the key results/outcomes of NICHE over 5 years.

1. Functional NICHE coordination systems in place at National and County levels
2. NICHE registration system strengthened and embedded in the National Safety Net Programme
3. Community Health Service strategy in the five NICHE counties strengthened to deliver High Impact Nutrition Interventions for Cash Beneficiaries
4. Households receiving cash transfers and nutrition counselling demonstrate improved nutritional status of Pregnant and Lactating Women (PLW) and children under three years
5. Households receiving cash transfers and parental skills development in Kilifi County demonstrate improved protection of children
6. Functional NICHE monitoring and quality assurance systems in place at national and county levels

2. PURPOSE OF THE ASSESSMENT

The assessment was planned as part of the NICHE Programme's design document and the annual work plan of Social Policy for 2022-2023. The purpose is to assess the progress made over the years by reviewing the processes and highlighting the lessons learnt to enhance program implementation as the program continues for another two years and prepare for eventual cessation of UNICEF's technical assistance to GoK. The findings will help the GoK (i.e., relevant ministries and departments (Ministry of Health [MOH], Ministry of Labour and Social Protection [MLSP], Department of Children Services [DCS], National Drought Management Authority [NDMA] and Ministry of Agriculture [MOA]) on future decisions regarding the scale-up or implementation of similar complex social assistance schemes sensitive to nutrition and child protection outcomes.

The focus of the assessment will thus be on scalability or replicability of the NICHE approach. The programme outcomes and other elements of programmatic achievement will be assessed as part of the effectiveness component using the baseline assessment undertaken as part of the formative evaluation in 2021-22 to the extent possible.

3. OBJECTIVE

The overall objective is to identify factors of success or failure of results achieved and draw conclusions to inform relevant authorities and donor partners on implementing similar complex social assistance schemes sensitive to nutrition and child protection outcomes covering systems, service delivery and M&E at national and county levels. This will also provide evidence to the Government, UNICEF, key donors, other UN agencies, and key implementing partners on good practices and pitfalls in designing and implementing similar programmes to address chronic malnutrition and protection issues at local and national level.

Broadly, the specific objectives of this NICHE evaluative assessment are to:

- i) Determine lessons and direction for scalability of next phase and increasing national ownership with a critical focus on vulnerability, gender, and child rights components; and
- ii) Assess cost efficiency and ways of improving it going forward.

4. SCOPE OF THE EVALUATIVE ASSESSMENT

The programmatic scope of this assessment will cover all programme components or results as outlined in the NICHE programme, considering the various adjustments that have been made in the subsequent years, the findings of the formative evaluation including the baseline assessment, and progresses made/reported on

annual basis. The assignment however will not focus on the impact of the NICHE programme as it is still under implementation and is thus too early to expect changes across most outcomes.

The NICHE Secretariat and the key stakeholders wanted to focus more on the process of the implementation including systemic approach in coordination, management, and accessibility of the program to feed the lessons learnt into the next phase of the NICHE approach. The child protection component of NICHE piloted in Kilifi should also be covered to draw lessons learned for its systematic inclusion in other counties in the future. The geographical scope will be at national level with case studies of Kilifi and an additional county from amongst the other four programme counties namely Kitui, Marsabit, Turkana, and West Pokot.

A critical area of focus will be to look at the importance of the “jointness” of the various elements that comprise the NICHE “Cash plus” approach. That is to say, the importance of layering complementary measures on top of the regular cash assistance received by NICHE households.

The assessment will engage all relevant stakeholders, including MoH, UNICEF, key donors, CSOs, other UN agencies, and key implementing partners. The assessment will cover the entire implementation period of November 2019 to November 2023.

5. CRITERIA AND EVALUATIVE QUESTIONS

Informed by OECD-DAC/UNEG evaluation criteria, key suggested questions are identified below. The equity and human rights, including child rights and gender equality are mainstreamed in the description of these questions. These proposed questions will be further refined/streamlined during the inception phase.

- i) Did the NICHE Programme cost-effectively achieve or is it likely to achieve its planned targets including in emergencies such as the Covid pandemic? What enablers and barriers (internal and external) facilitated/constrained the achievement of the results?
- ii) What level of cost-efficiency has NICHE operated at and what are some of the ways it could be further enhanced based on the main cost drivers?

[NB: Questions i) and ii) are to be evaluated comprehensively on all NICHE components of the TA cost as well as the counterpart funding and resources including human resources that has gone into the implementation of NICHE. It is expected that these two questions will form an auditable deliverable (evidential knowledge products) by the implementing government agency to the National Treasury. As such the two questions should then form an excerpt in the final report either as a standalone brief report (Not more than 10 pages including analytical tables disaggregated by counties and budget figures at output level) or an annex to the main report.]

- iii) To what extent has the NICHE Programme mainstreamed gender and human rights aspects in its programming specifically conforming to CRC and Core Commitments for Children (CCCs) in development and humanitarian situations?
- iv) How has the NICHE Programme contributed to systems strengthening? To what extent have monitoring, evaluation and accountability mechanisms informed NICHE Programme learning and adjustment including transition planning of integrating into existing programs and services?
- v) How are NICHE’s implementation approaches leveraging to maximize public resources for existing services in the areas of nutrition, social protection, and child protection in the NICHE counties, including any corrective actions taken?

- vi) To what extent have innovative or alternative modes of strengthening systems been explored and exploited to lower costs and/or maximize results in the context of devolution?
- vii) How well has the NICHE Programme fulfilled its upstream role in advocating nutrition, social protection, child protection and other rights for children and related financing at national and county levels in context of limited public resources and the eventual ending of program external funding?
- viii) To what extent does NICHE align with and complement Kenya's national, and county social protection programmes based on the key deprivations that exist in the country.

6. ASSESSMENT APPROACH

The evaluative assessment will follow the pathways outlined in the Theory of Change (ToC) designed for the programme using the standard UNEG/OECD standards of relevance, effectiveness, coherence, efficiency, and sustainability of the interventions. The baseline assessment developed as part of the earlier formative evaluation may be used to benchmark the achievements and draw any credible pathway for the future sustenance of similar interventions. The process will involve a short inception phase, information collection and analysis, validation of findings, and reporting. It is planned to be accomplished within a period of 50 days spread over three months (November to mid-February 2023).

6.1 Methodology

While the tenderer will propose a precise combination of methods, the utilization of existing routine data and the collection of supplementary qualitative and quantitative data should be appropriately considered. The data collection and analysis should be at national level with case studies of Kilifi and another county from amongst the remaining four programme counties of Kitui, Marsabit, Turkana, and West Pokot.

1. Inception and design Phase:

The process will start with an inception phase, which will involve review of programme documents and relevant literature. This phase will mainly include literature review of all relevant documents and sources of data. An inception report will be produced which will set out the scope, design, and the method including the data sources and data collection tools to be used. A detailed methodology including an evaluation matrix, data analysis plan, data collection instruments, and consultations will be developed by the team. Information and evidence will be collected on inclusion; disaggregate data wherever possible; and identify the impact of programmes on marginalized groups. A specific case study on the child protection component of NICHE piloted in Kilifi should be an integral part of the assessment for informing possible systematic inclusion in all NICHE programmes in other counties in the future.

2. Data Collection and field operation:

A mixed method approach might be necessary for collection and analysis of both quantitative and qualitative data. Use of this approach is expected to lead to complementarity of the information and facilitate in offsetting limitations of exclusively quantitative or qualitative data, while maximizing on strengths of each data type. The desk review of the available documents and reports should suggest the requirements and extend of different data collection methods. Possible options of data collection include surveys, Key Informant Interviews, Focus Group Discussions, and other possible methods engaging key stakeholders and target populations or beneficiaries. Potential technology-based cost saving options of data collection should be explored.

3. Analysis and reporting phase:

In addition to coming up with relevant data collection tools and methods, the consulting team should come up with data analysis plan including the use of appropriate tools and method for a robust analysis. Findings should be triangulated with outcomes of qualitative data collection, including key informant

interviews with UNICEF, GoK, key donors, private sector partners, other UN agencies and implementing partners.

The proposed methodology approach should consider human rights-based approaches, child-based rights and will be gender sensitive with data disaggregated by sex, ethnicity, age, and disability to the extent possible. These considerations will be made in all steps of the assessment, from sampling, data collection, as well as data analysis, conforming to the UNEG norms and standards and ethical guidance (<http://www.unevaluation.org/document/detail/2866>).

6.2 Limitations

There is a limited window of time that is available for the assessment to be undertaken, given the end date for the NICHE programme. As such the completeness in terms of including the vulnerable groups and hard to reach areas might pose challenge. The consulting team will thus need to consider these pitfalls in drawing the work plan and timeline along with the resultant cost implications.

Evidence and data availability at local level especially concerning intended beneficiaries might be another challenge which might entail primary data collection with implication on the timeline.

There could be some risk of response bias as at the time of the baseline and the formative evaluation some beneficiaries will already have been sensitized about the upcoming NICHE intervention activities.

Complication of data incomparability could occur as many of the existing data sources are from different time points and with different coverages across counties thus posing difficulty to assess the achievement of the programme results/targets. The methodology needs to consider data quality issues and identification of a credible counterfactual.

7. DELIVERABLES, TIMELINES, AND PAYMENT SCHEDULE

The consultancy firm/institution shall be required to:

- a) Review all the relevant government policies, strategies & guidelines, coverage surveys, programme assessments, NICHE programme document, progress reports, and related documents,
- b) Prepare and present an Inception report and research protocol
- c) Adapt data collection tools in the documents cited in (a) and (b) above, and pre-test and adjust the data collection tools as necessary based on the feedback received from the quality assurance teams including the ERG, and other relevant stakeholders.
- d) Prepare submission to relevant institutions pertinent to the study area and secure ethical, research and institutional clearance as needed.
- e) Manage implementation of data collection and assure quality at the different levels including data entry and cleaning.
- f) Conduct the data analysis to answer to the objectives of the evaluative assessment questions.
- g) Present draft reports to the Technical Reference Group, the NICHE Secretariat, and the other relevant quality assurance teams as needed
- h) Present draft reports to the Research and Evaluation Committee of UNICEF Country Office
- i) Draft final report including the brief report on Cost Efficiency Analysis (CEA) as an annex or standalone report, clearly articulating the findings, conclusions, and recommendations.

- j) Prepare a summarized version of all the reports and organize a validation session for key stakeholders along with a PowerPoint presentation as part of dissemination plan

The role of UNICEF will include introduction of the consultants to key stakeholders, providing access to secondary information, administrative support, and overall supervision of the review process. The consulting team will adapt proposed methods, collect, analyse secondary and primary information, and produce an evaluative report based on UNEG standard format.

Tasks/Milestone:	Deliverables/Outputs:	Timeline	Schedule of Payment
Inception and design Phase: review of ToR and development of work plan, including refinement of methodology. This phase can also include desk review of primary and secondary quantitative data and analysis.	<ul style="list-style-type: none"> i) Inception Report ii) Presentation of the draft inception report – in person or via video link – to the Technical Reference Group, REC, and NICHE Steering Committee 	13 days	30 %
Data Collection and field operation: Data collection, stakeholder consultations, data triangulation – raw and cleaned data and documentation submitted to UNICEF	<ul style="list-style-type: none"> iii) Data collection protocol/tools based on pre-test iv) Data analysis plan/tools 	20 days	30 %
Consultation: Hold stakeholder meetings to validate findings and recommendations; address key issues	<ul style="list-style-type: none"> v) PowerPoint presentation slide decks vi) Reports of consultations vii) Audit trail of comment/feedback 	7 days	20 %
Analysis and reporting phase: Report writing, including executive summary, finalization of recommendations, review of report and advocacy products	<ul style="list-style-type: none"> viii) Ppt slide decks and presentation – in person or via video link – on emerging findings, conclusions, and recommendations ix) Complete first drafts of the reports including the CEA and updated versions (at least 3 rounds of commenting/feedback anticipated with audit trail reports of comments addressed) x) Final report (40-60 pages) as per standard format with Executive Summary (4 pages) in addition to the CEA (Not more than 10 pages including summary cost tables) xi) Summarized versions of the findings and recommendations 	10 days	20 %
Total		50 days	100%

7.1 Reporting Requirements

The following reports are expected as part of the deliverables for this assignment

1. Inception report
2. Draft and final reports clearly articulating the findings, conclusions, and recommendation within 40-60 pages in length along with an standalone executive summary of four pages.
3. Summarized versions (popular version) of the findings with an accompanying PowerPoint presentation.

7.2 Location and Duration

While the assignment can be managed from any location, the data collection phase is perceived to be primarily Nairobi-based with field travels to Kilifi and another selected county of the NICHE programme. The consulting team will make their own arrangement for workspace and external consultations and meetings. UNICEF will facilitate in providing meeting space to conduct internal consultations with UNICEF when needed during the period of the assignment.

The indicative starting date for the assignment is 10 November 2023 with an end date of 15 February 2024. Given the urgency of requiring the inputs for the next phase of the NICHE programme, the timelines and milestones for individual activities are relatively fixed. The bidder is expected to take note of the outlined delivery time frame when deciding to submit the bid.

8. DISSEMINATION OF FINDINGS

For effective influence and uptake of the findings and recommendations, reports and policy products should be made public in forms that are usable by decision-makers tailored to their specific needs. The consulting team should design dissemination products which includes visual summaries of the main results/findings/recommendations suitable to various stakeholders. The following guidelines may be useful and followed:

- [UNICEF Style Guideline](#)
- [UNICEF Brand book](#)
- [UNICEF Infogram Guidelines](#)

UNICEF will provide the relevant logos and authorized pictures and the consulting team must ensure that all visual products need to be approved by UNICEF before final publishing.

9. BUDGET AND PAYMENT

The total estimated budget for this institutional consultancy is USD 100,000 from Other Resources (OR) which is committed within the NICHE Programme. The payments as per the payment schedule specified in section 7 (above) will be issued after the products are quality assured by the ERG, and UNICEF CO.

10. MANAGEMENT AND QUALITY ASSURANCE ARRANGEMENTS

The Evaluation Specialist will assume the overall role of the Assessment Manager, while the Chief of Planning, Monitoring, and Evaluation and Chief of Health with support from the Social Policy Specialist, Child Protection Specialist and the Nutrition Specialist in UNICEF Kenya will provide guidance on technical issues relating to the NICHE Programme. The KCO Research and Evaluation Committee (REC) as the key internal quality assurance mechanism will provide the technical oversight. A Reference Group will be formed comprising of members from UNICEF KCO (Social Policy, Nutrition, Child Protection and PME), relevant MoH Departments, Ministry of Labour and Social Protection [MLSP], Department of Children Services [DCS]. This reference group will guide the research and oversee issues such as data ownership and intellectual property. The evaluative assessment will be further validated and endorsed by the National NICHE Steering Committee.

11. GUIDING PRINCIPLES AND ETHICAL CONSIDERATIONS

Depending on the suggested methodology, the consulting firm, in consultation with the Reference Group, is to decide whether ethical clearance needs to be sought (and budgeted accordingly). In general, the consulting firm should comply to UN and UNICEF norms and standards and is expected to clearly identify any potential ethical issues and approaches, as well as the processes for ethical review and oversight of the process. The following general considerations apply:

- Participation in any interview should be voluntary and based on informed consent. Prior to conducting any interviews/discussion written and/or oral consent must be obtained from all respondents, after the purpose of the assessment has first been explained to respondents in a language of their understanding.
- In the case of child participants, consent is to be sought from either the parents or guardians prior to selecting for any interviews – where such consent is not deemed to be contrary to the best interests of the child.
- Participants/respondents will be informed of their right not to answer any questions they are not comfortable with and to terminate the interview at any time they deem fit.
- Confidentiality and anonymity regarding the data collected from the participants must be ensured through the following means: safeguards to ensure confidentiality during data processing and reporting which means not making or implying precise references to study participants or statements made by any participants.

Below are the links to some of the relevant documents that can be referred to on the guiding principle and ethical considerations.

- [United Nations Evaluation Group \(UNEG\) Norms and Standards for Evaluation in the UN System](#)
- [UNEG Ethical Guidelines for Evaluations](#)
- [UNICEF procedure for ethical standards in research, evaluation, data collection and analysis](#)
- [UNICEF-Adapted UNEG Evaluation Reports Standards](#)
- [GEROS Quality Assessment System](#)
- [UNICEF guidance on external academic publishing](#)

Specific to Kenya, any research or data collection involving human subject requires to secure following permits³.

- i) Ethics approval by an accredited IRB⁴,
- ii) National research permit from the National Commission on Science, Technology, and Innovation (NACOSTI), and
- iii) Local research permit from the counties involved as relevant.

The associated cost for processing these ethical clearances should be factored in the financial bid submission.

12. QUALIFICATION REQUIREMENTS

The consultancy firm or institution should adequately demonstrate expertise in the assessment or evaluation of large-scale social protection, nutrition and child health and child protection programs in developing countries. The consultant team should have skills (knowledge) in social cash transfers, nutrition, child protection and research.

The core of the consulting team should include a lead or principal investigator who has experience working on assessment, evaluations, and systems research in the field of cash transfer, nutrition, and protection; a lead expert on quantitative methodology; and a lead expert on qualitative methodology.

The arrangement of necessary human resources including research assistants, enumerators and data entry clerks must be well defined in the technical and financial offer. The financial offer should include all eligible costs (fees, travel expenses, ethical clearances fees, etc.). The consulting team is also expected to work independently and regular overhead costs relating to office space and equipment should be included in the financial offer.

Key profile of the firm/institution

- Experience in conducting assessment and evaluations of large scale complex social assistance schemes sensitive to social protection, nutrition and child health and child protection programs in Kenya or the region
- Minimum of 5-7 years' experience in providing program monitoring, impact evaluations including cost-efficiency analysis/assessment
- Demonstrate diversity in the specialization of the core research team to ensure a relevant skills-mix for quality delivery of the assignment
- Proven track record for completing high quality of related activities within the stipulated timelines

Specific required skills of the consultancy team members should include:

- Masters (min required) or Advanced Degree (Ph.D. desirable) in either social science, public health, epidemiology, monitoring and evaluation, (bio)statistics or demography
- At least 10 years of progressively responsible professional work experience at national and international levels in conceptualizing, designing and implementing evaluations of large-scale complex

³ Costs or fees as applicable should be included in the financial bid.

⁴ AMREF ESRC, KEMRI SERU and KNH-UoN ERC are just to mention a few. Normally ethics review process takes at least a month, however, there is an option of applying for an expedited review at an extra cost.

social assistance schemes in developing countries, including experience with both quantitative and qualitative research methods

- Demonstrated ability to produce high quality evaluation and/or analytical research reports
- Good analysis and report writing skills.
- Good understanding of social assistance schemes in Kenya, Sub-Saharan Africa, or similar context.
- Knowledgeable on current country, regional and global developments in social assistance schemes covering Nutrition, Social Protection, and child protection.
- Excellent spoken and written fluency in English
- Proficiency in various MS Office applications (Excel, Word, and PowerPoint) and statistical package such as STATA, R, SPSS, or SAS.
- Proven ability to: (i) handle multiple tasks under pressure with short deadlines; (ii) ability to work independently, seeking guidance on complex issues; and (iii) excellent interpersonal skills, proven team orientation and the ability to work across unit boundaries.
- A combination of skills and experiences on social assistance schemes, public health, and management will be an added advantage.

13. REQUIREMENTS FOR TECHNICAL AND FINANCIAL PROPOSALS

The technical bid is evaluated based on its responsiveness to the Terms of Reference and the evaluation criteria. The Financial Bid will only be evaluated if the Technical Bid achieves a minimum score of 70% of the points and is considered qualified through the supplier qualification process. Proposals failing to obtain this minimum technical threshold or those which will not be considered qualified through the evaluation process will not be eligible for further consideration.

The following is an outline of what is expected.

13.1 Technical proposal (70%):

In view of urgency and limited time available for the assessment, the Request for Proposal (RFP) is a closed bidding confined to the relevant ESARO Evaluation LTAs. The technical proposal should cover the Methodology, Work Plan, and team composition within a limit of 5 pages in the below suggested structure.

- Introductory note covering highlights of relevant experience (including Kenya or regional experience). Share a relevant sample of published report: 1 page
- Proposed approach to meeting the deliverables in the ToR (methodology): 2.5 pages
- Proposed work Plan: 0.5 pages
- Team composition with profile (CVs can be shared as attachment): 0.5 pages

13.2 Financial proposal (30%):

The financial proposal will be reviewed separately from the technical proposal and should reflect all the costs that will be incurred (including for ethical review if relevant) to complete the assignment.

The financial offer should use the cost parameters from the Long-Term Agreement for Services with UNICEF ESARO Evaluation Section and contain the following:

- Time commitments for Principal Investigator (lead evaluator), other 2 Lead Experts, and other proposed team members
- Time commitments for each national partner or team member
- Participation in fieldwork trainings, testing of tools, data collection and workshop meetings and any other foreseen travels by the consulting firm

The team is also expected to work independently and regular overhead costs relating to office space and equipment should be included in the financial offer.

The proposal will be evaluated as follows:

ITEM	TECHNICAL EVALUATION CRITERIA	MAX OBTAINABLE POINTS
1.	Overall quality of the technical proposal <i>Demonstrated understanding of the assignment by the proposer and the responsiveness of the proposal submitted to the TOR.</i>	15
2.	Company experience <i>Range and depth of organizational experience in the provision of the services mentioned in the TOR, samples, and references of previous work.</i>	10
3.	Proposed Methodology and Approach <i>Quality and appropriateness of the overall approach and methodology proposed to design and undertake the assessment per the research criteria and key research questions, and detailed work plan in line with the TOR.</i>	25
4.	Quality of the proposed team <i>Relevant experience and qualifications of the proposed team for the assignment as per the TOR.</i> - Team leader experience and qualifications (8 points/20) - Gender and geographical balance (4 points/20) - Other team members experience and qualification (8 points/20)	20
TOTAL TECHNICAL SCORE		70
TOTAL FINANCIAL SCORE		30
SUMMARY OF TECHNICAL & FINANCIAL SCORE		100

14. TOR CLEARANCE AND APPROVAL

	Evaluation Specialist	Chief PME	Chief, Social Policy	Chief, Child Protection	Chief, Nutrition
Name	Kinlay Penjor	James Hedges	Ana Gabriela Guerrero Serdan	Eri Mathers Suzuki	Ismael Ngnie Teta
Signature					
Date	20.10.2023	20/10/23	20/10/2023	20 Oct 2023	20/10/2023

	Reviewed by Supply & Logistics Manager	Approved by Dy. Rep (Programme)
Name	Patrick Efinda	Mahboob Ahmed Bajwa
Signature		
Date	October 20th, 2023	